

DEPARTMENT: _____

DIVISION: _____

SECTION: _____

REQUEST FOR VARIABLE WORKDAY SCHEDULE

NRS 284.180, subsection 6, states: "For employees who choose and are approved for a variable workday, overtime will be considered only after working 40 hours in one week."

I, _____, hereby choose and request approval for a
(Print Name)

variable workday schedule. I understand that by doing so, I may with supervisory approval, adjust my work schedule in a week so I work more than 8 hours a day, provided I do not exceed 40 hours in a workweek without supervisory approval.

I further understand that this agreement may be rescinded by either party giving 30 working days notice.

Entered into this _____ day of _____ in the year _____

Employees's Signature SSN Date

Approved by: _____
Supervisor's Signature Date

Approved by: _____
Appointing Authority's Signature Date

Note: Complete ESMT-A under agency specific data: Code Workweek Cycle "V"

Distribution: Employee
Department/Division
Agency Personnel File